

## The Wintec Team

Ngā Whakatakanga o Wintec

### You and the Wintec Team

You'll be part of the team at Wintec, which aims to strengthen the community on many levels (ki te whakakaha i te iwi hāpori mā te ara matauranga, rangahau arā umanga whanakenga). Your qualifications and industry experience will help us provide the best education, the most modern facilities and the latest technology to students locally, nationally and worldwide.

### Connected to the World

You'll also help Wintec stay connected to business and the community so our students can gain on-the-job experience and graduate work ready. We'll support you to enhance your own qualifications and experience, extend your skill sets and expand your industry and educational connections locally and globally.

### Working at Wintec

If you enjoy the challenge of new ideas, the satisfaction of a job well done and the success that comes with great teamwork, you'll love working at Wintec!

## Role Purpose

Whāinga Turanga

1. To create a positive and supportive environment for the teaching staff of the Centre of Science and Primary Industries, by ensuring they have the materials and the equipment they require to carry out their lectures and practical sessions.
2. To fulfill necessary administrative and laboratory obligations.
3. Technical responsibility for animal technology laboratory set up.
4. To assist tutorial staff in with teaching resources through the use of laboratory activities.

## Employment Details

Te Anga o te Mahi

**Location** The appointee will be based at Rotokauri campus, but may be required to work at other sites.

**Reports to** Team Manager – Science

**Remuneration** \$57,300 to \$75,200 per annum

(An indication ONLY)

**Band** Band 3

**Direct reports** Nil

**Financial authority** Nil

### Functional relationships

#### *Internal*

Team Managers/Team Leaders/Coordinators

Administration Staff

Academic Staff

#### *External*

Business / Industry / Community

Students

**Accountable for**  
Te Kawenga mō

**Successful when**  
Angitu ina

**Provide for the day-to-day care of laboratories in accordance with the instructions and codes of the Waikato Institute of Technology.**

To assist tutorial staff in with teaching resources through the use of laboratory activities;

Support daily operations of the laboratory to include scheduling, orientation of staff and students;

Troubleshoot equipment failures and initiate work orders;

Manage specialist equipment and lab supplies;

Conduct maintenance plans and reports as appropriate;

Assisting with workshops and tours.

Keep equipment records and other inventories of consumables and minor items, stocktaking and ordering materials and equipment as required;

Stock inventories are kept up-to-date and materials ordered when required;

Develop annual orders, including food for animals.

Set up equipment for the use of students (preparation of reagent solutions, materials, specimens etc., for classes and organising photocopying of printed instructions) and doing any necessary adjustments, calibrations or checking to ensure it functions as required;

Organising repair of equipment as necessary;

Equipment will be available and in working order for timetabled practicals;

Classes function smoothly and safely with accurate prepared reagents and materials.

Organise biohazard management and collection

**Wintec culture**

Observes Wintec’s mission, strategies, priorities and values in all activities;

Follows all Wintec policies and procedures and legislative obligations;

Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);

Demonstrates an understanding of and commitment to Wintec’s mission, strategies, priorities and values;

Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate

**Accountable for**  
Te Kawenga mō

**Successful when**  
Angitu ina

manner;

Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

**Other duties**

Performs other duties as may be reasonably required from time to time.

**Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually.**

Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge. Significant hazards are eliminated, isolated and/or risk minimised. Staff in the area of responsibility are involved in the hazard management process. Relevant H&S training is identified and completed for key staff and those with specific job/training requirements. Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

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**Leading change**  
SHAPING FUTURES

## Our Values

Ngā Uaratanga

### **Working Together**

*Mahi tahi*

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

### **Challenge and Innovation**

*Whakaaro whānui*

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

### **Customer Focus**

*Manaaki tangata*

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

### **Valuing People**

*Whakamana i te tangata*

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

### **Taking Ownership**

*Kia tika*

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

### **Improvement and Opportunity**

*Kia tupu, kia hua*

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.



**Leading change**

SHAPING FUTURES

# Competency Specification

Pūkenga Tautuhi

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**Education / training**

Relevant tertiary qualification in animal technology or laboratory qualification.

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**Experience**

Knowledge of health and safety issues;  
Knowledge and experience of relevant animal technology and laboratory experience.

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**Typical knowledge, skills and attributes**

Able to exercise judgement in problem solving. Ability to be innovative, to question the status quo and to adapt to changing circumstances. Ability to use initiative. Highly developed interpersonal and relationship skills. Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.

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